

**ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM**

ATM-FM07

To : Information Technology Service Office**From** : PKA - SENAWANG PLANT (FPP WAREHOUSE - PACKAGING STORE)**Date** : 19th August 2022**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for PKA - SENAWANG PLANT (FPP WAREHOUSE - PACKAGING STORE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
3	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	YEE PECK WEY	Desktop	Dell Optiplex 3060	PKA-SWAP35/ 4Q859R2	Sophos 1
2.	RASHIDAH BINTI HUSSIN	Desktop	Dell Optiplex 7010	PKA- SWAPFPP05/ BD1XYY1	TR2021
3.	RASHIDAH BINTI HUSSIN	Desktop	Dell Optiplex 780	PKA- SWFPP07/ CDFT725	TR2021
4.	MUHAMMAD NIZAR BIN JAFFAR	Printer (Dot Matrix)	Epson LQ-2190	PKA- SWFPPD01/ MK3Y014267	

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial No.	Remarks

We agreed that all inactive asset will be removed from IT Asset Listing.

D. Pending Purchasing For 2022**Tech Refresh**

No.	User	Device	Model	PO No.

New Request

No.	User	Device	Model	PO No.

E. Budget Plan For 2023

Manage IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	RASHIDAH BINTI HUSSIN	Desktop	Dell Optiplex 7010	PKA-SWAPFPP05/BD1XYY1	TR2021
2.	RASHIDAH BINTI HUSSIN	Desktop	Dell Optiplex 780	PKA-SWFPP07/CDFT725	TR2021

Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ()		

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related
Approved by,

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Head of Department/Plant/Farm/Hatchery
FPP WAREHOUSE - PACKAGING STORE

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AVP and above
FPP WAREHOUSE - PACKAGING STORE